

## The Black Country BeActive Partnership Coaching Bursary Application Form

### Guidance Notes

#### Funding aims

The aim of the bursary scheme is to assist with increasing capacity within clubs and provide an increase in the number of coaches, and hence the coached hours available, especially for those aged 16+. Priority will be given to National Governing Body clubs that have achieved Clubmark or clubs that will be able to achieve Clubmark, or equivalent, by receiving this funding.

The funding is only available to support coaches wishing to gain Level 1, Level 2 and Level 3 qualifications. Coaches in receipt of funding will be required to complete voluntary coaching hours (1 Hour for every £10 received) to impact within the Black Country BeActive partnership.

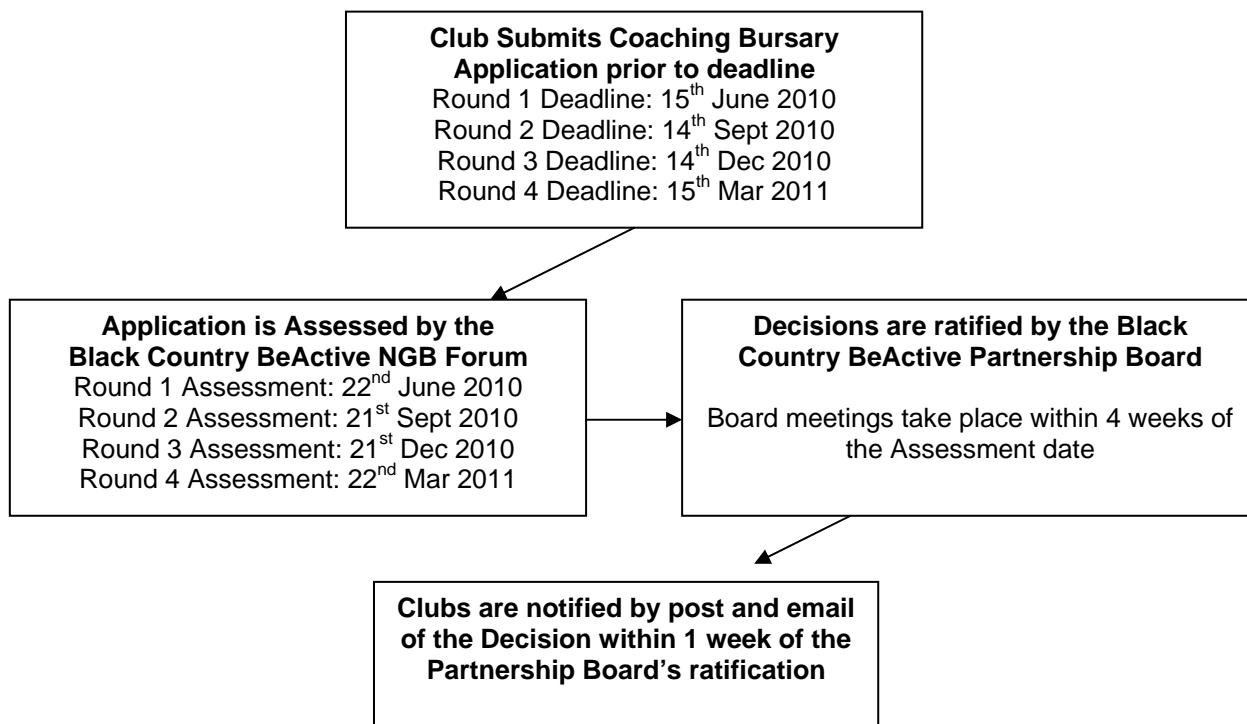
#### Who can apply?

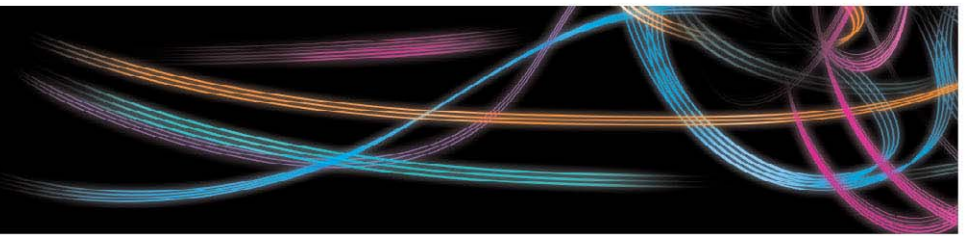
Any individual who wants to gain a National Governing Body sports coaching qualification and who is working with a local club, is eligible to apply. **All applications must be made by Clubs / Organisations, and not by individuals.** Applicant Clubs / Organisations must be based within and the individuals will be using their qualification within the Black Country.

***Grants cannot be awarded retrospectively after the completion of a course. Applications must be submitted, either before the course has commenced, or during the award-training period. Any applications made after the training course has finished will not be considered.***

#### How are applications assessed?

The diagram below shows how applications are assessed





## Payment

Payment can only be paid to a club / organisation and not to an individual. The clubs / organisation must be a constituted body and have a bank account in the clubs name. Payment will be made on completion of the course.

If your application is approved, you must send to us a copy of your course certificate, or if this is not possible please have an NGB representative contact us to confirm attendance and successful completion, **within six weeks of completing the voluntary hours placement**. Without this we are not obliged to pay the grant. If you are having problems meeting this deadline please call the Club, Volunteer and Information Officer as soon as you can to discuss this. On approval of your application, the Club / Organisation will be issued with an award letter and cheque made out to the account name provided in **Section 3** of this form.

## Resources

The Sports Partnership has limited funding in this area, and therefore cannot guarantee that your application will receive support. The maximum grant that can be applied for is **50%** of the actual course cost (not transport or accommodation) up to a maximum shown below for each Level of National Governing Body award. Although we cannot guarantee that the full amount will be awarded in each specific case.

- National Governing Body Award
  - Level 1: £100
  - Level 2: £150
  - Level 3: £250

The maximum an organisation can be awarded in a financial year is £500.

## Conditions of Bursary

Successful applicants will be requested to fulfil the following requirements:

- To complete a log of your hours delivered. It is expected that every coach that receives funding must complete 1 hour voluntary coaching for every £10 of funding received.
- To agree to be registered onto the Black Country BeActive Partnership Coach Database and receive Black Country BeActive e-Bulletins and e-Newsletters.

The BeActive partnership recommends every coach should attend workshops on Safeguarding & Protecting Children, Coaching Disabled Performers, First Aid, Long Term Athlete Development, FUNdamentals of Movement and Equity in your Coaching to ensure any sessions delivered are safe and equitable. These courses are available at a subsidised rate, please visit our website for further details or contact

**Michael Salmon - Club, Volunteer and Information Officer**

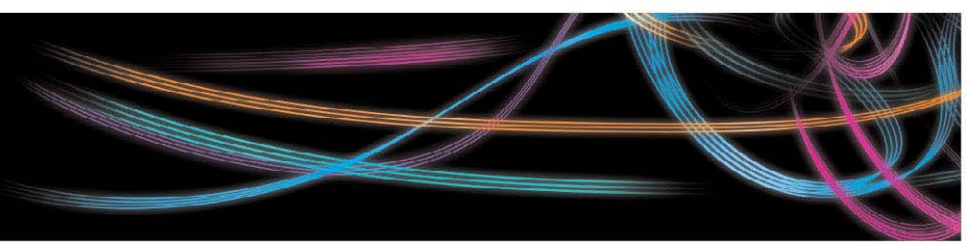
**Tel:** 01384 471137

**Email:** [Michael\\_salmon@blackcountryconsortium.co.uk](mailto:Michael_salmon@blackcountryconsortium.co.uk)

- [www.the-blackcountry.com/beactive](http://www.the-blackcountry.com/beactive)

**beactive**





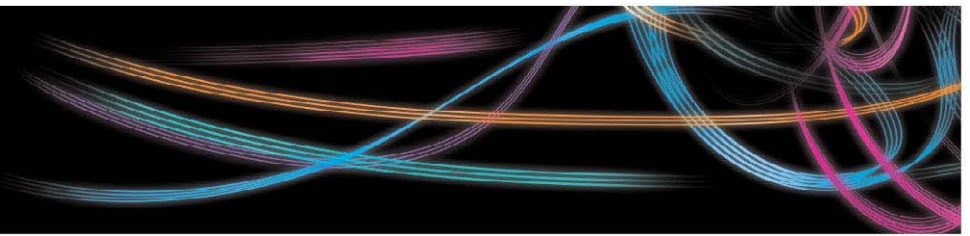
## Application Form

### SECTION 1 – PERSONAL DETAILS (of applicant that will be attending the course)

<b>NAME</b>	
<b>ADDRESS</b>	
<b>POSTCODE</b>	
<b>TEL No. (home)</b>	
<b>TEL No. (mobile)</b>	
<b>E-MAIL</b>	
<b>T-SHIRT SIZE</b>	Sm. <input type="checkbox"/> Med. <input type="checkbox"/> L <input type="checkbox"/> X-L <input type="checkbox"/> XL <input type="checkbox"/>

### SECTION 2 – DETAILS OF COURSE

<b>COURSE TITLE</b>		Level 1 <input type="checkbox"/>
		Level 2 <input type="checkbox"/>
		Level 3 <input type="checkbox"/>
<b>COURSE COST</b>		
<b>COURSE DATES</b>	<b>FROM</b>	<b>TO</b>
<b>APPROXIMATE DURATION OF COURSE IN HOURS</b>		
<b>COURSE VENUE</b>		
<b>ARE YOU RECEIVING ANY ADDITIONAL FUNDING TO CONTRIBUTE TOWARDS THE COURSE COST?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>IF YES FROM WHO (NGB, LA....)</b>		
<b>COURSE ORGANISER</b>		
<b>QUALIFICATIONS YOU ALREADY HAVE (ANY SPORT)</b>		



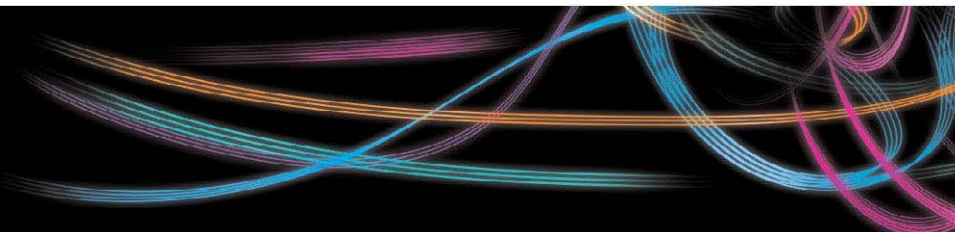
**SECTION 3 – Club details**

These details are required so that we can verify your involvement with the club / organisation. Please provide a contact, this should preferably be a member of the senior management team within the club / organisation.

<b>CLUB NAME</b>	
<b>WHO SHOULD THE CHEQUE BE PAYABLE TO?</b>	
<b>CONTACT NAME</b>	
<b>POSITION WITHIN CLUB / ORG.</b>	
<b>ADDRESS</b>	
<b>POSTCODE</b>	
<b>TEL No. (home)</b>	
<b>TEL No. (mobile)</b>	
<b>E-MAIL</b>	

**EMAIL CONFIRMATION FROM NGB OFFICER WILL SUFFICE FOR THIS SECTION**

<b>NGB OFFICER</b>	
<b>POSITION WITHIN NGB.</b>	
<b>SUPPORTING EVIDENCE</b>	
<b>SIGNATURE</b>	
<b>CONTACT NUMBER</b>	
<b>E-MAIL</b>	



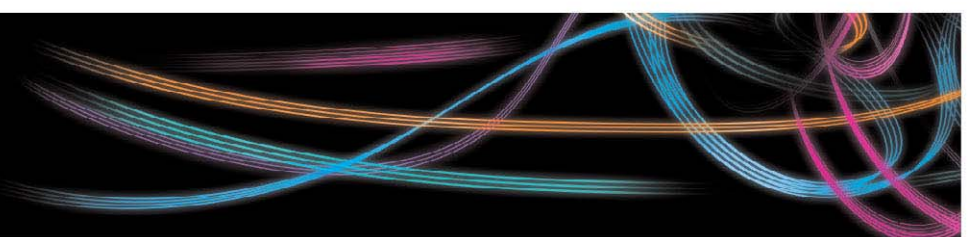
This section will be used to assess your application

**Please demonstrate how you plan to use your qualification to increase participation of the 16+ age group (under 16 coaching can still benefit the adult population)**

**Please explain whom you will coach once you have completed your qualification and how much time you are likely to spend coaching**

**What impact will this bursary have on your club?**

**How will this bursary benefit you?**



**CONDITIONS OF BURSARY**

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- To agree to be registered onto the Black Country BeActive Partnership Coach Database and receive Black Country BeActive e-Bulletins and e-Newsletters.

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**Michael Salmon - Club, Volunteer and Information Officer**

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**Applicant to complete**

**I hereby make this application for a Bursary for the course detailed above and agree to the conditions set out.**

Signed ..... Date .....

Print Name .....

**Club / Organisation to complete**

**On behalf of the above mentioned club I support this application and grant permission for a bursary to be paid to the club on successful completion of the course.**

Signed ..... Date.....

Print Name .....

**Please return the completed form to:**

**Michael Salmon  
Club, Volunteer & Information Officer  
Black Country Consortium Ltd  
The Deckhouse  
Waterfront West  
Dudley Road  
Brierley Hill  
DY5 1LW**

For support with completing this application form or questions regarding coach education please contact  
The Black Country BeActive Office on 01384 471137

